
Building Bylaw No. 3725, 2013

(Adopted October 21, 2013)

This is a consolidation of the Building Bylaw and the adopted Amendment Bylaws listed below. The amending bylaws have been combined with the original Building Bylaw for convenience only. If discrepancies exist between this consolidation and the original bylaws, the original bylaws shall prevail.

THIS CONSOLIDATION IS NOT A LEGAL DOCUMENT.

CONSOLIDATION FOR CONVENIENCE PURPOSES ONLY TO INCLUDE:

<u>Bylaw No.</u>	<u>Adoption Date</u>	<u>Particulars</u>
4205	May 12, 2025	Amend Section 1.2 Definitions
4194	April 7, 2025	Amend Schedule A • Type of Permit or Services • Item 2 - Building Permit • Item 8 – Permit for Moving a Building • Item 9 – Permit for a Demolition
4115	April 17, 2023	Amend Section 1.2 Definitions Amend Schedule A • Item 7 – Permit for a Secondary Suite (after the Grace Period) • Item 15 – Inspections •
4035	March 8, 2021	Housekeeping • Amend Sections 1.2; Part 3; Part 5; Part 7; Part 8; Part 12; Part 19; Part 25; Part 36; • Replace Schedule A
4029	February 8, 2021	Amend Section 1.2 Definitions Add Part 24. Energy Conservation and GHG Emission Reduction (Step Code)

BUILDING BYLAW

A Bylaw to provide for the administration of the British Columbia Building Code and to provide certain additional building regulations within the City of Cranbrook.

WHEREAS the *Community Charter* authorizes the City, to enact bylaws to regulate, prohibit and impose requirements for:

- the health, safety and protection of Persons or property;
- the provision of access to a building or other Structure for Persons with disabilities;
- the conservation of energy or water; and
- the reduction of greenhouses gases

in relation to the Construction, alteration, repair or demolition of buildings and other Structures;

AND WHEREAS the Province of British Columbia has adopted a Building Code to govern standards for Construction, alteration, repair and demolition of buildings and other Structures, and it is considered that administration of the Building Code by municipalities is in the public interest and of benefit to the community;

NOW THEREFORE the Municipal Council of the Corporation of the City of Cranbrook, in open meeting assembled, enacts as follows:

1. TITLE

1.1 This Bylaw may be cited for all purposes as "City of Cranbrook Building Bylaw No. 3725, 2013".

1.2 Definitions

1.2.1 In this Bylaw:

ACCEPTED means Accepted in writing.

AGENT means a Person authorized by the owner, by way of written authorization in the form of the Owner's Acknowledgement of Responsibility and Undertaking provided by the Building Official, to represent the owner of property for any purpose related to this Bylaw.

BC ENERGY STEP CODE means the Province of British Columbia's performance based standard for energy efficiency in new construction requiring energy modelling and onsite testing to demonstrate minimum performance against metrics for Building envelope, equipment and systems, and airtightness requirements and includes Step 1, Step 2, Step 3, Step 4 and Step 5 as defined in the Building Code, as amended or re-enacted from time to time.

BYLAW means the City of Cranbrook Building Bylaw No. 3725, 2013.

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BUILDING

means any structure used or intended for supporting or sheltering any use or occupancy.

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BUILDING CODE

means the current edition of the *British Columbia Building Code*.

BUILDING ENERGY LABEL

means information about a Buildings energy use, efficiency ratings, how the rating was calculated and where energy is consumed in the Building which is posted in a location that is protected from moisture and damage.

BUILDING LOCATION CERTIFICATE

means a survey plan of the Parcel on which a foundation or building is located, prepared by a British Columbia Land Surveyor showing the location of the foundation or building in respect to the Parcel boundaries.

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BUILDING OFFICIALS

includes a Person or Persons appointed by the Chief Administrative Officer as Building Inspector and Engineering Clerk to administer this Bylaw, and includes supervisors for these positions all of which meet the qualification requirements of a building official in the *BC Building Act* and are therefore authorized to make decisions in alignment with their level of training.

BUILDING PERMIT

means the document authorizing Construction in the form provided by the Building Official.

BUILDING PERMIT FEE

means the fee payable to the City for a Building Permit as set out in Schedule A of this Bylaw.

CERTIFICATE OF OCCUPANCY

means a permit to occupy a Building or portion of a Building issued in accordance with Section 31 of this Bylaw.

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CHIEF ADMINISTRATIVE OFFICER

means the employee appointed to that position for the City pursuant to section 147 of the *Community Charter*.

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CITY

means the Corporation of the City of Cranbrook.

CITY ENGINEER

means the employee appointed to that position by the Chief Administrative Officer for the City or his or her designate.

CITY PROPERTY

includes all road allowances, land easements, with all works and appurtenances therein and thereon.

COMPLEX BUILDING

means:

- a) a building used for a major occupancy classified in the Building Code as:
 - i) assembly occupancy;
 - ii) care or detention occupancy; or
 - iii) high hazard industrial occupancy; and

- b) any building exceeding 600.0 m² in building area or three (3) storeys in building height used for major occupancies classified in the Building Code as:
- i) residential occupancies;
 - ii) business and personal services occupancies;
 - iii) mercantile occupancies, or
 - iv) medium and low hazard industrial occupancies.

CONSTRUCTION

includes erection, repair, alteration, enlargement, addition, installation, demolition, removal, excavation, replacement, renovation, reconstruction, or relation of a building, or Structure.

COUNCIL

means the Municipal Council of the City of the City.

DAMAGE

includes the placement or deposit of any material, Structure, object, or substance upon City Property.

DO NOT OCCUPY

means a notice posted at the entrance of a building or suite barring the use of the space by occupants.

ENERGY ADVISOR

means third party consultants who have been registered by Service Organizations, licenced by and in good standing with Natural Resources Canada (NRCan) who conduct EnerGuide home evaluations that also harmonize with Step Code metrics and requirements.

GHG

means greenhouse gas.

GRACE PERIOD

means a two (2) year period calculated from May 1, 2025 to April 30, 2027 which allows for existing Secondary Suites to come into compliance.

HEALTH AND SAFETY ASPECTS OF THE WORK

means design and Construction regulated by Part 3, Part 4 and all related sections in Part 9 of the Building Code.

MANUFACTURED HOME

means a building certified to the requirement of the CSA A277 National Standard. A Manufactured Home is manufactured in a factory for transport, assembly and completion as a dwelling, including placement on a permanent continuous perimeter foundation, at an approved development site.

MEDICAL HEALTH OFFICER

means the person appointed to that position from time to time under the *Public Health Act*.

MOBILE HOME

means a Building certified as being constructed to requirements of CSA Z240 MH Series National Standard at the time of manufacture in a factory surface foundation system that meets the requirements of the CSA Z240.10.1 National Foundation and Site Preparation

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Standard.

MONITOR

means the method by which the Building Official may review the process of field reviews as conducted by registered professionals pursuant to the Building Code and this Bylaw and other applicable enactments. The Building Official's monitoring function is satisfied by the Building Official's receipt of the applicable letters of assurance submitted by the registered professional and as referred in the Building Code. Although a Building Official may review registered professionals' field inspection reports to ascertain field review frequency or visit a site from time to time to verify that registered professional field reviews are taking place, the Building Official is under no duty to do so. Monitoring does not include assessment of compliance with the Building Code, this Bylaw or any other enactments, or the approval of any aspect of Construction.

OCCUPANCY

means the use or intended use of a Building or part thereof for the shelter or support of persons, animals or property.

PARCEL

means land designated as a separate and distinct Parcel on a legally recorded subdivision plan or description filed in the records of the Land Title Office, but does not include the highway.

PERSON

includes a natural Person, a firm, corporation, municipal corporation, school board, hospital board or other government or government agency.

RECREATIONAL VEHICLE

means a vehicle which is, or was originally designed to travel or to be transported on a highway and constructed or equipped to be used as temporary living or sleeping quarter by travellers, or a vehicle which is designed as a recreation conveyance on or off the highway and, without limiting the generality of the foregoing, includes a trailer, travel trailer, tent trailer, coach, camper, motor home but not a Mobile Home.

RETAINING WALL

means a wall, or a series of walls, constructed for the purpose of supporting or confining earth, water or other material and restraining it from moving which:

- (a) exceeds 1.2 metres in height above the lesser of natural or finished grade, or
- (b) in the case of a series of walls, if any of the walls extend above a line commencing 1.2 metres above the lesser of natural or finished grade at the base of any of the walls and projected at an angle of one (1) linear unit vertically to one (1) unit horizontally.

SECONDARY SUITE

means a self-contained dwelling unit located within a principal building or structure or portion of a principal building or structure and:

- (a) is completely separated from other parts of the principal

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building or structure by a vertical fire separation that has a fire-resistance rating of not less than one (1) hour and extends from the ground or lowermost assembly continuously through or adjacent to all storeys and spaces including services spaces or the separated portions; and

- (b) is only a residential occupancy that contains only one other dwelling unit and common spaces; and
- (c) where both dwelling units constitute a single real estate entity.

SOLID FUEL BURNING APPLIANCE

means a device designed for wood combustion producing usable heat for the interior of a building or Structure and includes, but is not limited to, wood stoves, fireplaces, fireplace inserts and combination fuel furnaces.

STANDARD BUILDING

means a Building of three (3) storeys or less in building height, having a building area not exceeding 600.0 m² and used for major occupancies classified as:

- a) residential occupancies;
- b) business and personal services occupancies;
- c) mercantile occupancies, or
- d) medium and low hazard industrial occupancies.

STOP WORK ORDER

means a notice in writing, in the form approved by the Building Official, requiring the immediate suspension of all Construction, alteration, repair or demolition of all or part of the Structure to which the notice is attached.

STRUCTURE

means a Construction or portion thereof of any kind, whether fixed to, supported by or sunk into land or water, but specifically excludes landscaping, fences, paving and Retaining Walls less than 1.2 metres in height.

SUBDIVISION AND DEVELOPMENT SERVICING BYLAW

means the City of Cranbrook Subdivision and Development Servicing Bylaw No. 3633, 2008, as amended or replaced from time to time both before and after the effective date of this bylaw.

SWIMMING POOL

means any Constructed or prefabricated pool used or intended to be used for swimming, bathing, or wading, having a surface area exceeding 13.9 metres (150 square feet) or a depth of more than 0.5 metres (18 inches).

TEMPORARY BUILDING

means a building or any part thereof that will be used for a period of time, not exceeding two (2) years, unless an extension has been requested by the owner and approved by the Building Official, and that has no permanent foundation or Construction associated with it, other than footings.

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VALUE

means the fair market Value including materials and labour as estimated by the City from the submitted and Accepted plans and specifications pertaining to the application for a Building Permit.

ZONING BYLAW

means the City of Cranbrook Zoning Bylaw 3977, 2019 as amended or replaced from time to time.

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- 1.2.2 In this Bylaw, the following words and terms have the meanings set out in the Building Code:

assembly occupancy, building, building area, building height, business and personal services occupancy, care or detention occupancy, constructor, coordinating registered professional, designer, field review, high hazard industrial occupancy, industrial occupancy, low hazard industrial occupancy, major occupancy, mercantile occupancy, medium hazard industrial occupancy, occupancy, owner, registered professional, and residential occupancy.

- 1.2.3 Unless otherwise provided, words and phrases used herein have the same meanings as in the *Community Charter, Local Government Act, Building Code or Interpretation Act* as the context and circumstances may require. A reference to a statute in this Bylaw refers to a statute of the Province of British Columbia unless otherwise indicated, and a reference to any statute, regulation, bylaw or other enactment refers to that enactment as it may be amended or replaced from time to time. In the event of a conflict between this Bylaw and a Provincial enactment, the stricter law prevails. Words in the singular include the plural and words in the plural include the singular, and reference to a gender includes both genders and a corporation. Heading in this Bylaw are for convenience only and must not be construed as defining or limiting the scope or intent. If any part of this Bylaw is held to be invalid by a court of competent jurisdiction, the invalid part is severed and the remainder continues to be valid.

2. BYLAW PURPOSE AND RESPONSIBILITY

- 2.1 The purpose of this Bylaw is to regulate Construction, demolition and related activity within the City in the general public interest, and it is neither contemplated nor intended to protect owners, builders, constructors, residents or other Persons from economic loss. Review, inspection, establishing conditions and requirements, issuing permits, and other actions undertaken by or on behalf of the City pursuant to this Bylaw are for the sole purpose of providing a limited and interim spot checking function for health and safety and the benefit of the community generally.
- 2.2 Neither the City nor any of its officials assume any responsibility for ensuring the compliance with the Building Code, this Bylaw, or other applicable enactments by any owner, or an owner's designers, constructors, employees, servants, contractors or representatives. No permit, review, inspection, approval or Acceptance by the City or its officers or employees is intended to or can provide any Person with a representation, assurance or warranty as to design or workmanship with respect to any building, Structure, system, thing or activity for which a permit or approval is required, or any representation, warranty or assurance that work undertaken pursuant to any permit issued by the City is free from latent or any defects.
- 2.3 The owner of land or other property, and the owner's constructor, contractor, Agent, representative, employees and servants, are fully and solely responsible for ensuring that

work or activity regulated under this Bylaw is carried out and completed in strict compliance with this Bylaw, the Building Code or other applicable enactments, whether or not a permit is sought, issued or obtained.

- 2.4 Despite any other provisions of this Bylaw, an interpretation of this Bylaw must be in accordance with this section.

3. BYLAW APPLICATION AND EXEMPTIONS

- 3.1 This Bylaw applies to all of the following:

- 3.1.1 the design, Construction and occupancy of new buildings and Structures;
- 3.1.2 the alteration, reconstruction, demolition, removal, relocation and occupancy of existing buildings and Structures;
- 3.1.3 repair or removal of unsafe conditions;
- 3.1.4 the whole or part of a building is moved, this Bylaw applies to the part moved and to any remaining part affected by the change;
- 3.1.5 a plumbing system is constructed, extended, altered, renewed, or a connection made to a water service, a sewer or sewage disposal system, this Bylaw shall apply except for the clearing of stoppages or the repairing of leaks in pipes, valves or fixtures;
- 3.1.6 the installation of a new or used Solid Fuel Burning Appliance, or a new factory constructed chimney, both appliance or chimney being certified by a recognized agency;
- 3.1.7 a newly constructed, altered or repaired masonry chimney;
- 3.1.8 a newly installed Swimming Pool; and
- 3.1.9 Temporary Building.
- 3.1.10 Secondary Suites

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- 3.2 Except as expressly provided, this Bylaw does not apply to:

- 3.2.1 buildings or Structures exempted by Part 1 of the Building Code;
- 3.2.2 Retaining Walls less than 1.2 metres in height, unless required otherwise at the discretion of the Building Official;
- 3.2.3 fences;
- 3.2.4 routine maintenance;
- 3.2.5 landscaping;
- 3.2.6 paving, concrete, asphalt, brick or tile surfaced areas;

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- 3.2.7 decks without roofs having a difference in elevation to grade not exceeding 0.6 m;
- 3.2.8 existing fireplace, Solid Fuel Burning Appliance or factory constructed chimney or masonry chimneys;
- 3.2.9 the repair or replacement of a valve, faucet, fixture, sprinkler head or piping in a plumbing system if no change in piping configuration is required;
- 3.2.10 Recreational Vehicles used for temporary accommodation for recreation or vacation purposes only; and
- 3.2.11 Structures, such as greenhouses or storage facilities, that are Constructed of a wood, steel or plastic frame covered with sheet polyethylene, fabric, tarps or that are intended to be used temporarily on a seasonal basis and may be removed seasonally.

4. RESPONSIBILITIES OF THE OWNER

- 4.1 For every work or activity for which a permit is required under this Bylaw, the owner must:
 - 4.1.1 obtain all required permits or approvals, and pay all fees and provide all deposits and security prior to the commencement of work regulated by this Bylaw;
 - 4.1.2 ensure that all aspects of Construction and installation comply with the Building Code, this Bylaw, and other applicable enactments respecting Health and Safety;
 - 4.1.3 provide assurance that the water, sewer and other services are available and at adequate depth to serve the proposed building and that the plumbing is constructed to meet these services;
 - 4.1.4 be responsible for the cost of remediation or repair of any loss or damage to municipal works and equipment that occurs arising or resulting from work carried out by the owner or the owner's constructors, Agents, employees, servants and contractors;
 - 4.1.5 during the period of Construction or installation:
 - a) ensure that required permits are posted and maintained in a conspicuous place on the property in respect of which the permit was issued;
 - b) keep copies of the Accepted designs, plans and specifications on the property;
 - c) ensure that the civic address is posted in a location on the related property so as to be visible from any adjoining streets; and
 - d) provide adequate permanent or portable washroom facilities on the construction site until the Construction is complete.
 - 4.1.6 be responsible for determining the qualifications of any and all consultants, professionals and contractors, ensuring that each carries current professional insurance liability or insurance for their contracted work, as may be available or

required for a permit, in an amount sufficient to protect the owner and the City against any and all liability arising from or caused by activity or omissions related to the work for which a permit is required;

4.1.7 obtain, prior to occupancy of a building or Structure or part thereof a written permission from the Building Official to occupy the building or Structure or part thereof pursuant to Section 31.

4.2 The requirements of Subsection 4.1 as they apply to work regulated under this Bylaw shall be conditions of any permit required for that work.

5. PROHIBITIONS

5.1 A Person must not:

5.1.1 commence, carry out or continue any Construction, alteration, reconstruction, demolition, removal, relocation or change the occupancy of any building or Structure, or any excavation or other work related to Construction, with the exception of testing for geotechnical purposes of due diligence, unless the Person has first obtained a Building Permit or notice, as applicable, issued by a Building Official;

5.1.2 occupy or use, or permit the occupancy or use of, any building or Structure unless a valid and subsisting Certificate of Occupancy has been issued by a Building Official for the building or Structure, or contrary to the terms of any permit issued or any notice given by a Building Official;

5.1.3 commence or continue the installation or alteration of a plumbing system, sewer drain, Swimming Pool or similar work unless a Building Official has issued a valid and subsisting permit for the work;

5.1.4 install a fireplace, incinerator, oil burning furnace or Solid Fuel Burning Appliance or construct a chimney unless a permit authorizing the work has been issued, or move a building having masonry fireplace or chimney without dismantling the fireplace or chimney and reconstructing it after having obtained a permit authorizing the work;

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5.1.5 excavate or undertake work on, over or under public property, or erect or place any Construction or work or store any materials on public property without approval having first been obtained in writing by the City Engineer;

5.1.6 alter or allow the ground elevations of a building lot to be altered so as to place a building, or part thereof, in contravention of this Bylaw, the Subdivision and Development Servicing Bylaw or the Zoning Bylaw unless the ground elevations are altered after obtaining the necessary permit;

5.1.7 knowingly submit false or misleading information to a Building Official in relation to any permit application or Construction undertaken pursuant to this Bylaw;

5.1.8 reverse, alter, deface, cover, remove or in any way tamper with any notice, permit or certificate posted upon or affixed to a building or Structure pursuant to this Bylaw;

- 5.1.9 do any work that is substantially at variance with the Accepted design or plans of a building, Structure or other works for which a permit has been issued, unless that variance has been Accepted by a Building Official;
- 5.1.10 interfere with or obstruct the entry of a Building Official or other authorized official of the City on property in the administration of this Bylaw;
- 5.1.11 commence or continue any Construction on or to, or change the occupancy of an existing building or Structure unless that existing building or Structure is brought into compliance with the Building Code;
- 5.1.12 change, modify or alter drawings or specifications reviewed by the City as a condition of a permit without authorization from the Building Official and payment of the fee specified in Schedule A;
- 5.1.13 continue to do any work upon a building or Structure or any portion thereof of it after the Building Official has issued a Stop Work Order or has ordered the suspension of any portion of construction of it;
- 5.1.14 occupy a building or Secondary Suite when a Do Not Occupy notice in the form approved by the Building Official is posted at the entrance.

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6. AUTHORITY OF BUILDING OFFICIALS

- 6.1 The Building Official is authorized to:
 - 6.1.1 administer the provisions of this Bylaw;
 - 6.1.2 keep records of permit applications, permits, notices and orders issued, inspections and tests made, and shall retain copies of all documents related to the administration of this Bylaw, microfilm copies of such documents or in an acceptable electronic format related to the administration of this Bylaw;
 - 6.1.3 take such action that he considers necessary in order to establish whether any method or type of Construction or material used in the Construction of a Building conforms with the requirements and provisions of the Building Code, it being understood that the purpose of this function is not to hold out, warrant, assure or guarantee to any Person that a building is constructed in a safe or proper manner; and
 - 6.1.4 develop and execute suitable forms and other documentation to give effect to the provisions of this Bylaw.
- 6.2 A Building Official may, in accordance with the *Community Charter*, Section 16, and carrying proper credentials confirming his position with the City, enter any land, building or Structure to inspect and determine whether this Bylaw or the terms of any permit issued under this Bylaw are being met. Where a building is occupied, the Building Official shall provide written notice to the occupant twenty-four (24) hours in advance of entry.
- 6.3 A Building Official may establish, or direct the owner to establish, by tests, at the owner's expense, whether methods or types of Construction, and types of materials, devices or assemblies used in the Construction of a building or Structure substantially conform to the requirements of the Building Code; and

- 6.4 A Building Official may require that tests be carried out in accordance with recognized standard test methods or in the absence of such standard test methods, may specify the test procedure to be followed. A copy of the results of such tests shall be provided to the Building Official and also kept available on-site during the Construction of the building or Structure.
- 6.5 A Building Official may require the owner to uncover and replace at the owner's expense any Construction that has been covered without inspection contrary to this Bylaw or an order issued by the Building Official; and
- 6.5.1 may order in writing the correction or remedy of any work that appears to be in contravention of this Bylaw;
- 6.5.2 may order the cessation of work that is proceeding in contravention of this Bylaw;
- 6.5.3 may order the immediate suspension of all or any portion of Construction or occupancy by attaching a Stop Work Order or Do Not Occupy to the building or Structure and shall send by registered mail to the permit holder or owner a copy of the Stop Work Order or Do Not Occupy stating the reason for the posting and is deemed served at the expiration of three (3) days after the date of mailing; where any Structure or building under Construction, in whole or in part:
- a) does not conform to this Bylaw or the Building Code, or any work that is proceeding in contravention of a Building Permit; or
 - b) is being Constructed without a Building Permit;
 - c) is being occupied contrary to this Bylaw or the Building Code.
- 6.6 A Building Official may order the removal of any unauthorized encroachment on public property.
- 6.7 A Building Official may order the cessation of any occupancy if any unsafe condition exists because of work being undertaken or not completed.
- 6.8 The Building Official may forward a recommendation to Council to file a notice on the property title pursuant to Section 57 of the *Community Charter*.

7. PERMIT REQUIREMENT AND APPLICATION

- 7.1 A permit is required whenever work regulated under this Bylaw is to be undertaken.
- 7.2 Without limiting Subsection 7.1, every person must apply for and obtain a permit under this Bylaw before commencing any of the following work:
- 7.2.1 Constructing, repairing or altering of a building or Structure or Secondary Suite, or part thereof;
 - 7.2.2 moving a building or Structure;
 - 7.2.3 demolishing a building or Structure;

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- 7.2.4 constructing a masonry fireplace or installing a wood burning appliance or chimney unless these works are encompassed by a valid Building Permit;
- 7.2.5 installing of a Manufactured Home or Mobile Home;
- 7.2.6 commencing any plumbing work, including, without limitation, a fire sprinkler system for a building or Structure;
- 7.2.7 installing of a Swimming Pool; or
- 7.2.8 Constructing or placing a Temporary Building or Structure.

7.3 Every Person must, in relation to an activity or a building, Structure or other thing mentioned in Subsection 7.2, comply with this Bylaw and in particular, without limitation, with any provisions of this Bylaw, or in a schedule to this Bylaw, that refers specifically to that activity, building, Structure or thing.

7.4 Compliance with Subsection 7.3 is a condition of any permit required for that work.

7.5 An application for a permit under this Bylaw must:

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7.5.1 include a minimum of two (2) complete sets of plans, bearing the name and business address of the plan designer, conforming to requirements set out in the Building Code, drawn to scale, and include supporting documents for the building, Structure, or part thereof, to be Constructed and shall indicate the nature and extent of the work or proposed Construction;

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7.5.2 include information required under this Bylaw or another bylaw or a Provincial or Federal enactment applicable to the proposed work;

7.5.3 state the intended use or uses of the building or Structure, or part thereof;

7.5.4 be signed by the owner or Agent, or a signing officer if the owner is a corporation;

7.5.5 be accompanied by the Owner's Acknowledgement of Responsibility and Undertaking in the form provided by the Building Official, signed by the owner, or a signing officer if the owner is a corporation;

7.5.6 contain other information required by the City or its Building Official, Director of Fire and Emergency Services, City Engineer, or planning staff;

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7.5.7 where the application relates to a building for residential occupancy, include evidence pursuant to the *Homeowner Protection Act* that, within the meaning of that Act, the proposed building is covered by home warranty insurance and the constructor is a licensed residential builder, except where the owner has obtained an owner builder authorization under that Act.

7.6 For a factory-built building or building components, the application must include:

7.6.1 a design certificate of a professional Engineer registered in the Province of British Columbia, and

7.6.2 certification that the fabrication and field assembly or erection of the building or

components has been reviewed by a professional Engineer registered in the Province of British Columbia and found to be in substantial compliance with the Building Code and any other applicable enactments.

- 7.7 A Person must apply for and obtain a separate permit for each building, Structure or other work or system, and must pay the permit fees set out in Schedule A.

8. APPLICATIONS FOR COMPLEX BUILDINGS

- 8.1 An application for a Building Permit to Construct a Complex Building must:

- 8.1.1 be made in the form approved by the Building Official and be signed by the owner or if the owner is a corporation, be a signing officer and the coordinating registered professional;
- 8.1.2 be accompanied by the Owner's Acknowledgment of Responsibility and Undertakings, on a form approved by the Building Official, signed by the owner, or if the owner is a corporation, by a signing officer;
- 8.1.3 include a copy of a title search made within thirty (30) days of the date of the application;
- 8.1.4 unless the Building Official has waived this requirement, in relation to the repair or alteration of an existing building or Structure, include a site plan prepared by a registered professional showing:
- a) the bearing and dimensions of the Parcel taken from the registered subdivision plan;
 - b) the legal description and civic address of the Parcel;
 - c) the location and dimensions of all statutory rights of way, easements and setback requirements;
 - d) the location and dimensions of all existing and proposed buildings or Structures on the Parcel;
 - e) setbacks to the natural boundary of any lake, swamp, pond or watercourse within 30.0 m of the property;
 - f) a lot grading plan illustrating where finished relative elevation of the corners of the lot will be and elevations of top of foundations. If applicable, the lot grading plan should be in conformance with the approved subdivision master grading plan for that particular lot; and
 - g) the location, dimension and gradient of parking and driveway access;
- 8.1.5 include floor plans showing the dimensions and uses of all areas: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes, plumbing fixtures; structural elements; stair dimensions, and heating source;
- 8.1.6 include a cross section through the building or Structure illustrating foundations,

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drainage, ceiling heights and construction systems;

- 8.1.7 include elevations of all sides of the building or Structure showing finish details, roof slopes, windows, doors, and finished grade;
 - 8.1.8 include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building or Structure substantially conforms to the Building Code;
 - 8.1.9 include copies of approvals required under any enactment relating to Health or Safety, including, without limitation, sewage disposal permits, highway access permits and Provincial approvals;
 - 8.1.10 include a letter of assurance in the form of Schedule B as referred to in the Building Code, signed by the owner, or a signing officer of the owner if the owner is a corporation, and the coordinating registered professional;
 - 8.1.11 include letters of assurance in the form of Schedule B as referred to in the Building Code, each signed by such registered professionals as the Building Official or Building Code may require to prepare the design for, and conduct field reviews of the Construction of the building or Structure; and
 - 8.1.12 include two (2) copies of specifications and two (2) sets of drawings, at a suitable scale relative to size of project, and digital drawings of the design, prepared by each registered professional and including the information set out in Subsections 8.1.5 to 8.1.8.
- 8.2 In addition to the requirements of Section 8.1, where the Building Official considers that it is warranted due to the complexity of the proposed building or Structure, the Building Official may require the following to be submitted with an application for a permit to build a Complex Building or Structure:
- 8.2.1 site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a registered professional, in accordance with the Subdivision and Development Servicing Bylaw;
 - 8.2.2 a section through the site showing grades, buildings, Structures, parking areas and driveways; and
 - 8.2.3 any other information required by the Building Official or the Building Code to establish substantial compliance with this Bylaw, the Building Code and other bylaws and enactments relating to the building or Structure.

9. APPLICATIONS FOR STANDARD BUILDINGS

- 9.1 An application for a Building Permit to Construct a Standard Building must:
- 9.1.1 be made in the form approved by the Building Official, and be signed by the owner or, if the owner is a corporation, by a signing officer, and the coordinating registered professional;
 - 9.1.2 be accompanied by the Owner's Acknowledgement of Responsibility and Undertakings, on a form provided by the Building Official, signed by the owner or,

if the owner is a corporation, by a signing officer;

- 9.1.3 state the intended use of the building;
- 9.1.4 include copies of approvals and permits required under any enactment relating to health or safety, including, without limitation, sewage disposal permits, Provincial highway access permits, and any required Provincial approvals;
- 9.1.5 include a copy of a title search made within thirty (30) days of the date of the application;
- 9.1.6 unless the Building Official has waived this requirement, in relation to the repair or alteration of an existing building or Structure, include two (2) copies of a site plan prepared by a registered professional showing:
 - a) the bearing and dimensions of the Parcel taken from the registered subdivision plan;
 - b) the legal description and civic address of the Parcel;
 - c) the location and dimensions of all statutory rights of way, easements and setback requirements;
 - d) the location and dimensions of all existing and proposed buildings or Structures on the Parcel;
 - e) setbacks to the natural boundary of any lake, swamp, pond or watercourse within 30.0 m of the property;
 - f) a lot grading plan illustrating where finished relative elevation of the corners of the lot will be and elevations of top of foundations. If applicable, the lot grading plan should be in conformance with the approved subdivision master grading plan for that particular lot; and
 - g) the location, dimension and gradient of parking and driveway access.
- 9.1.7 include two (2) copies of specifications and two (2) sets of drawings, which may be in digital or hard-copy form, as available, at a suitable scale, of the design including:
 - a) floor plans showing:
 - i) the dimensions and uses of all areas;
 - ii) the dimensions and height of crawl and roof spaces;
 - iii) the location, size and swing of doors;
 - iv) the location, size and opening of windows;
 - v) floor, wall, and ceiling finishes;

- vi) plumbing fixtures; structural elements;
 - vii) stair dimensions; and
 - viii) heating source.
 - b) a cross section through the building or Structure illustrating foundations, drainage, ceiling heights and Construction systems;
 - c) elevations of all sides of the building or Structure showing finish details, roof slopes, windows, doors, and finished grade;
 - d) cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the building or Structure substantially conforms to the Building Code;
 - e) unless the Building Official has waived this requirement, where a general geotechnical investigation determines that there may be soils with poor bearing capacities, high water tables, slope instability or any other hazardous site conditions, a foundation design prepared by a registered professional in accordance with Section 4.2 of Part 4 of the Building Code, accompanied by letters of assurance as Schedule B in the form referred in the Building Code, signed by the registered professional.
- 9.2 The Building Official may waive the requirement of Subparagraph 9.1.6 and 9.1.7 on receiving documentation, prepared and sealed by a registered professional, providing assurance that the foundation design and the foundation excavation each substantially comply with the applicable provisions of Part 9 of the Building Code.
- 9.3 Where a proposed project involves:
- 9.3.1 two (2) or more buildings, which in the aggregate total is more than 1000.0 m²;
 - 9.3.2 two (2) or more buildings that will contain four (4) or more dwelling units; or
 - 9.3.3 where the Building Official considers it warranted due to the complexity of the proposed building or Structure or siting circumstances, the Building Official may require, in addition to the requirements of Subsection 9.1, the following information to be submitted with an application for a Building Permit to Construct a Standard Building:
 - a) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a registered professional, in accordance with the City's Subdivision and Development Servicing Bylaw;
 - b) a section through the site, showing grades, buildings, Structures, parking areas and driveways;
 - c) a roof plan and roof height calculations;
 - d) architectural, structural, electrical, mechanical or fire suppression drawings prepared and sealed by a registered professional;

- e) any other information required by the Building Official or the Building Code to establish substantial compliance with this Bylaw, the Building Code and other bylaws and enactments relating to the building or Structure.

10. PROFESSIONAL PLAN CERTIFICATION

- 10.1 The City and its Building Officials will rely on the letters of assurance in the form provided by the Building Official as referred to in the Building Code and provided as certification that the design and plans to which the letters of assurance relate comply with the Building Code and other applicable enactments related to safety.
- 10.2 A Building Permit issued for the Construction of a Complex Building or for a Standard Building for which a Building Official required professional design and letters of assurance pursuant to this Bylaw shall be in a form provided by the Building Official.
- 10.3 A Building Permit issued pursuant to Section 10.2 of this Bylaw will include a notice to the owner that the Building Permit is issued in reliance upon the certification of the registered professionals that the design and plans submitted in support of the application for the Building Permit comply with the Building Code and other applicable enactments relating to safety.
- 10.4 When a Building Permit is issued in accordance with Section 10.2, the Building Permit Fee shall be reduced by 5% of the fees payable under Schedule A of this Bylaw, up to a maximum reduction of five hundred dollars (\$500.).

11. VALUATION FOR PERMIT

- 11.1 The Valuation of Construction set out in the application for a Building Permit shall be the total current monetary worth of all Construction or work related to the building or Structure, and shall include:
 - 11.1.1 site preparation and civil work including excavation and the use of hoisting, pile driving, compaction or erection devices;
 - 11.1.2 all design documents, labour and fees involved in the design, investigative testing, consulting services, construction labour and management, even if provided by the owner, or donated voluntarily by others, contractor's profit and overhead, construction insurance; and
 - 11.1.3 all mechanical, electrical, plumbing, drainage and gas installations necessary for the carrying out of the Construction to its completed form.
- 11.2 The Building Official may place a Value on the Construction or work for the purpose of determining applicable Building Permit Fees by using universal source of calculating Valuation as the Building Official deems reasonable, practical and expedient.

12. FEES AND CHARGES

- 12.1 A non-refundable application fee in accordance with Schedule A to this Bylaw is payable upon submission of the application for permit.
- 12.2 In addition to applicable fees and charges required under other bylaws, a permit fee,

calculated in accordance with Schedule A to this Bylaw, must accompany an application for a permit under this Bylaw and must be paid in full prior to issuance of any permit under this Bylaw.

- 12.3 The owner may apply for a refund of the permit fees set out in Schedule A to this Bylaw when a permit is surrendered and cancelled before any Construction begins, provided:

12.3.1 the owner has submitted a written request for a refund; and

12.3.2 the permit has not expired or been extended; and

12.3.3 the Building Official has determined that no Construction has commenced and no inspection has been made.

- 12.4 If the Building Official is satisfied that the conditions of Section 12.3 have been met, the owner may obtain a refund of the applicable fee under Schedule A, except that:

12.4.1 no refund shall be made for permit fees less than one hundred fifty dollars (\$150.) and that fee shall be retained for the purposes of administering this Bylaw; and

12.4.2 for permit fees exceeding one hundred fifty dollars (\$150.), one hundred fifty dollars (\$150.) shall be retained for the purpose of administering this Bylaw.

- 12.5 The permit fee shall be double for every permit application where Construction has started before the permit is issued.

- 12.6 If Construction has advanced without inspection to a stage where compliance with this Bylaw or other applicable bylaws or enactments cannot be readily determined, the Building Official may require tests and investigations by an independent agency at the owner's expense to establish compliance, or provide recommended remedial measures to be taken, prior to the issuance of a permit.

- 12.7 Where, due to non-compliance with this Bylaw, more than two (2) inspections are necessary when one (1) inspection is normally required, for each inspection after the second inspection, a re-inspection charge as set out in Schedule A to this Bylaw shall be paid prior to additional inspections being performed.

- 12.8 A special inspection charge as set out in Schedule A to this Bylaw shall be payable in advance for:

12.8.1 an inspection to establish compliance;

12.8.2 a report to obtain the status of an existing building or Structure for which a permit is sought under this Bylaw;

12.8.3 an inspection to confirm the decommissioning of a Secondary Suite

- 12.9 Where the City has caused a notice to be filed on the title of a property in accordance with Section 57 of the *Community Charter*, the notice may be removed in accordance with Section 58 of the *Community Charter* provided the owner has remedied the contravention, the removal of the contravention has been confirmed by the Building Official and a title notice removal fee has been paid in accordance with Schedule A to this Bylaw.

Bylaw 4035, 2021
Adopted Mar 8, 2021

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13. DAMAGE DEPOSIT

- 13.1 A damage deposit, in cash or an irrevocable letter of credit in a form acceptable to the City as security, in the amount calculated in accordance with Schedule A to this Bylaw must be paid at the time of issuance of the Building Permit or a permit for a Temporary Building or Structure in accordance with Schedule A of this Bylaw, the sum of which may be used to cover the cost of the City for maintaining, restoring, or replacing any public works or public lands which are lost, destroyed, damaged, or otherwise impaired arising or resulting from work being carried out on the lot referred to in any Building Permit held by the applicant.
- 13.2 City staff will inspect City properties adjacent to the construction site at the final inspection and acceptance by the Building Official. Any damage to City properties caused directly or indirectly by the Construction related to the permit which is not repaired or corrected at the date of such inspection, shall be recorded and the owner shall be requested to repair or correct the damage within forty five (45) days from the date of notification. The City may, at its convenience and discretion, complete the necessary repairs and the full cost of the repairs may be taken from the damage deposit.
- 13.3 Damage deposits will only be returned to the Person or corporation that paid for the deposit upon completion of Construction and correction of any outstanding deficiencies listed in the Building Permit inspection reports, except that any costs incurred by the City due to destruction, damage or other impairment to municipal property caused by or resulting from work pursuant to a permit or for which a permit is required, will be deducted from the deposit and used to cover those costs. Damage deposits for Temporary Buildings or Structures will be refunded when all obligations of the permit are fulfilled. Any remaining amounts for costs incurred by the City shall become a debt due and owing to the City by the owner, payable on being delivered an invoice from the City. If such costs are not paid, they may be added to, and collected in the same manner as property taxes as authorized by the *Community Charter*.
- 13.4 The owner shall be responsible for making an inspection of all City infrastructure, such as, but not limited to, lands, right-of-ways, street, curb, gutter, sidewalk, sewer, storm, water infrastructure, trees and vegetation adjacent to the construction site and shall submit a report, with photographs attached, of any existing damage, to the Building Official, prior to commencing work. All damage to City infrastructure observed at final inspection will be assumed to be caused by the owner, unless reported as outlined above.

14. BUILDING PERMIT

- 14.1 A Building Official may issue the Building Permit for which the application is made under this Bylaw when all of the following requirements have been met:
- 14.1.1 a completed application, including all required supporting documentation has been submitted to the City;
 - 14.1.2 the proposed work set out in the application substantially conforms with the Building Code, this Bylaw and all other applicable bylaws and enactments;
 - 14.1.3 the City has received payment for all applicable fees set out in this Bylaw;
 - 14.1.4 the City has received payment for all charges and any amounts owing to the City

in relation to the work;

14.1.5 no bylaw or other enactment, or covenant, agreement, or order authorizes or requires the Building Permit to be withheld;

14.1.6 the owner has retained a professional engineer or geoscientist if required by the provisions of the *Engineers and Geoscientists Act*; and

14.1.7 the owner has retained an architect if required by the provisions of the *Architects Act*.

14.2 A Building Official may seek advice or take other steps to confirm whether the Building Code, or another applicable enactment, has been met, and may withhold the issuance of a Building Permit under this Bylaw until reasonably satisfied that the work or proposed work meets the standards of those enactments.

14.3 When the application is in respect of a building that includes, or will include, a residential occupancy, the Building Permit must not be issued unless the owner provides evidence pursuant to *Homeowner Protection Act* that the proposed building:

14.3.1 is covered by home warranty insurance, and

14.3.2 the constructor is a licensed residential builder.

14.4 Section 14.3 of this Bylaw does not apply if the owner is not required to be licensed and to obtain home warranty insurance in accordance with the *Homeowner Protection Act*.

15. PERMIT EXPIRATION

15.1 Subject to Subsection 15.2, every permit is issued on the condition that it shall expire, and the rights of the owner under the permit shall terminate if, from the date of issuance of the permit:

15.1.1 the work authorized by the permit is not commenced within twelve (12) months;
or

15.1.2 the work has not been completed within twenty four (24) months.

15.2 A Building Official may extend the period of time for which the permit is valid in relation to an application where Construction has been delayed or discontinued due to adverse weather conditions, labour shortages or strikes, natural disasters, or similar conditions beyond the owner's control upon receiving the fee specified in Schedule A of this Bylaw.

16. REFUSAL TO ISSUE PERMIT

16.1 The Building Official shall refuse to issue the permit if:

16.1.1 the permit would authorize any building work that would require a development permit, until the development permit has been issued;

16.1.2 the applicant or owner has been notified of a violation of this or any other bylaw of the City with regard to the Construction, occupancy or use of any building, Structure or part thereof, and such violation has not been remedied;

16.1.3 the Parcel referred to in the permit application does not have:

- a) adequate vehicular access;
- b) service to the Parcel boundary from a City water distribution system of sufficient size and capacity to supply the water required under enactments for potable domestic use and fire protection services; or
- c) service to the Parcel boundary by City sanitary and storm sewers or combined sewer system or approval for the installation of an alternative disposal system.

17. PARTIAL PERMIT

17.1 The Building Official may issue an excavation permit prior to the issuance of a Building Permit.

17.2 When a site has been excavated under a permit to excavate issued pursuant to section 17.1, and a Building Permit is not subsequently issued or a subsisting Building Permit has expired, but without the work having been commenced, the owner must, within sixty (60) days of being served notice to do so by the City, fill in the excavation to restore the original gradients of the site.

17.3 A Building Official may issue a Building Permit for a portion of a building or Structure before the design, plans and specifications for the entire building or Structure have been Accepted, provided that:

17.3.1 information has been provided to the City such as to satisfy the Building Official that the portion authorized to be Constructed substantially complies with this and other applicable bylaws; and

17.3.2 the Building Permit Fee applicable to that portion of the building or Structure has been paid.

Despite the issuance of a permit under this subsection, the requirements of this Bylaw apply to the remainder of the building or Structure as if the permit for the portion of the building or Structure had not been issued.

18. TEMPORARY CONSTRUCTION

18.1 Subject to compliance with other applicable City bylaws and enactments, the siting requirements of the Zoning Bylaw, the Building Official may issue a Building Permit to erect or place a Temporary Building or Structure for up to twelve (12) months, and may be renewed once only for a period of not more than twelve (12) months if:

18.1.1 he is satisfied that the building is safe for the stated use and duration.

18.2 Application for a permit to Construct or place a Temporary Building or Structure shall:

18.2.1 be submitted to the Building Official in the form provided by the Building Official and signed by the owner, or a signing officer if the owner is a corporation;

- 18.2.2 be accompanied by the Owner's Acknowledgement of Responsibility and Undertaking in the form provided by the Building Official signed by the owner, or a signing officer if the owner is a corporation;
- 18.2.3 include a copy of a title search made within thirty (30) days of the date of the application;
- 18.2.4 state the intended use or uses and duration of use of the building or Structure, or part thereof;
- 18.2.5 unless the Building Official has waived this requirement, include a site plan prepared by a registered professional showing:
- a) the bearing and dimensions of the Parcel taken from the registered subdivision plan;
 - b) the legal description and civic address of the Parcel;
 - c) the location and dimensions of all statutory rights of way, easements and setback requirements;
 - d) the location and dimensions of all existing and proposed buildings or Structures on the Parcel;
 - e) setbacks to the natural boundary of any lake, swamp, pond or watercourse within 30.0 m of the property;
 - f) the existing and finished ground levels to an established datum at or adjacent to the site;
 - g) the relative elevation of the underside of the floor system of a building or Structure where the City's land use regulations establish siting requirements related to minimum floor elevation; and
 - h) the location, dimension and gradient of parking and driveway access.

- 18.3 An owner who Constructs or places, or causes to have Constructed or placed, a Temporary Building or Structure must provide the City with an irrevocable letter of credit or certified cheque in the amount of \$5,000, which must be deposited with the City prior to issuance of the Building Permit as security that the Temporary Building or Structure will be removed in its entirety and the site left in a safe and in a sanitary condition when the building has been removed.

19. RETAINING WALLS

- 19.1 Without limiting section 7.1, no Person may undertake Construction or structurally repair, a Retaining Wall without a valid and subsisting Building Permit.
- 19.2 A Professional Engineer must undertake the design and conduct field reviews of the Construction or structural repair of a Retaining Wall. Sealed copies of the design plan, reports and letters of assurance prepared by the Professional Engineer for all Retaining Walls must be submitted to a Building Official prior to issuance of a Building Permit for the work.

- 19.3 Except as certified by a Professional Engineer, a cut that is steeper than one(1) linear unit vertically to one (1) linear unit horizontally and total height of 1.2 metres or more that is created by an excavation is prohibited unless restrained by a Retaining Wall.
- 19.4 Except as certified by a Professional Engineer, fill material placed on a parcel, unless restrained by a Retaining Wall, must not have a surface slope exceeding a ratio one (1) linear unit vertically to two (2) linear units horizontally.

20. DEMOLITION OF BUILDINGS

- 20.1 The demolition of any building or Structure requires a permit prior to commencement of work.
- 20.2 Every person making application for a permit to demolish a structure shall, as part of his application, provide the Building Official with satisfactory evidence that:
- 20.2.1 no unsafe conditions will be created or permitted; and
- 20.2.2 all utility services to the building have been disconnected and all such disconnections have been approved in writing by the appropriate authority.
- 20.3 Prior to demolishing a building or Structure, or any works or services, including, without limitation, underground piping, foundations and tanks, every owner must:
- 20.3.1 arrange for the City to disconnect and cap water and sewer service lines to the property, such capping or removals shall be performed only by City employees or contractors employed by the City at the cost of the owner of the Parcel, prior to demolition;
- 20.3.2 arrange for disconnection of all power, telephone, cable and gas lines, prior to demolition;
- 20.3.3 obtain from the City any additional permits required for street closures and notify all regulating bodies, prior to demolition;
- 20.3.4 complete and submit a site profile form if required by the Contaminated Site Regulation BC Reg. 375/96 under the *Environmental Management Act*;
- 20.3.5 protect, as per Building Code requirements of Division B-Part 8 "Safety Measures at Construction and Demolition Sites", all public sidewalks, thoroughfares and streets, prior to demolition;
- 20.3.6 remove all demolition materials and foundations from the site, fill and level all excavations, and leave the site in a tidy condition;
- 20.3.7 be responsible and liable for all damages to utilities and adjoining properties during demolition; and
- 20.3.8 fully comply with all requirements of this section within ninety (90) days of the date of issuance of the demolition permit.
- 20.4 Before issuing a permit to demolish any building or Structure, security shall be provided in the amount of five hundred dollars (\$500.) to ensure that the site of demolition will be

left in a safe, neat condition, free from debris, and compatible with neighbouring properties. In the event that the site is not properly restored to a standard satisfactory to the Building Official, the Building Official may send written notice to the owner requiring that the site be properly restored within thirty (30) days from the date of service of the notice. If the restoration is not carried out within the period of thirty (30) days the City may draw upon the security on deposit plus any additional costs as required and take whatever action is necessary to effect restoration of the site.

- 20.5 Following the commencement of the demolition of the exterior of the building the demolition shall be completed within three (3) months for a building with a total floor area of less than 185.5 m² and six (6) months for buildings with a total floor area greater than 185.5 m².

21. PLUMBING

- 21.1 It shall be the responsibility of the owner to obtain a plumbing permit prior to commencement of any installation or alteration of a plumbing system, including without limitation to building fire sprinkler systems.
- 21.2 The Building Official may issue a plumbing permit upon receiving the fee specified in Schedule A of this Bylaw for any installation or alteration of a plumbing system.
- 21.3 Prior to installing any plumbing system, every owner must:
- 21.3.1 arrange for connection to City water, sanitary sewer and storm sewer services, where services are available;
 - 21.3.2 arrange the plumbing to suit the location of the connection provided for the lot by the City;
 - 21.3.3 where the City sanitary sewer connection is not available to the property, install a sewage disposal system approved by a Medical Health Officer or his delegate in accordance with the *Sewerage System Regulation* under the *Public Health Act*; and
 - 21.3.4 ensure that all installation, alteration or repair work carried out on a plumbing system is in accordance with the Building Code.
- 21.4 When a permit is issued in respect of a plumbing installation, the installation shall not be put into service until it has been inspected and tested to the satisfaction of the Building Official and approval for it has been issued by the Building Official.
- 21.5 The permit holder shall notify the Building Official when the work is ready for inspection and the notification shall conform to Section 27.

22. MOVING BUILDINGS AND STRUCTURES

- 22.1 A person may make a preliminary inquiry to the Building Official asking whether a permit may be obtained to relocate a specified building to a specified site within the City; and the Building Official shall give a written reply to the inquiry. A statement by the Building Official that the requested permit may be issued shall stipulate that there be substantial compliance with all relevant provisions of the Building Code and this Bylaw and other applicable enactments, as well as any permits required from other authorities. The cost

for preliminary site and building inspections shall be as stated in Schedule A.

- 22.2 A statement by the Building Official that a permit may be issued to relocate a specified building to a specified site in the City becomes void after the expiration of six (6) months from the date of the statement, unless within that period an application is made for a permit to move the building to the site.
- 22.3 Every owner, who moves a building or Structure into, out of, or within the City must ensure all of the following requirements are met:
- 22.3.1 application for a moving permit in the form approved by the Building Official;
 - 22.3.2 compliance with provisions of this Bylaw related to buildings, Structures and plumbing, and the dismantling, removal or demolition of works and services;
 - 22.3.3 compliance with other applicable bylaws of the City;
 - 22.3.4 compliance with regulations and requirements of other regulatory bodies;
 - 22.3.5 the building or Structure must be certified as structurally sound for moving purposes by a professional engineer, registered in the Province of British Columbia and having experience in the matter;
 - 22.3.6 all safety measures in respect of services must be met;
 - 22.3.7 all service providers and the City Engineer are notified at least ten (10) business days in advance of the move;
 - 22.3.8 prior to moving the building or Structure, all services have been disconnected in a manner satisfactory to the City Engineer; and
 - 22.3.9 provide proof of public liability and property damage insurance in the all-inclusive limits of five million dollars (\$5,000,000.) to insure against damage or injury arising out of the moving of the building, Structure or part thereof;
- 22.4 An owner who applies for a permit to move a building or part of it either within or into the City shall deposit with the Building Official a certified cheque or an irrevocable letter of credit in the sum of five thousand dollars (\$5,000.) payable to the City, to ensure that the building shall be completely re-erected on the new site within six (6) months of the date of issuance of the permit. If the building or part of it is not completed within the specified time, the Building Official may send a written notice to the owner stating that the building does not comply with the Building Code or this Bylaw and direct the owner to remedy the non-compliance within thirty (30) days from the date of the notice. If the non-compliance is not remedied within the period of thirty (30) days, the certified cheque or other security in the sum of five thousand dollars (\$5,000.) shall be forfeited to the City to effect a remedy.
- 22.5 The City Engineer may designate an approved route along which the owner must move the building or Structure on public roads. The owner must provide written verification that the time, manner and route of the move have been approved by the City Engineer, the R.C.M.P. and the Ministry of Transportation and Infrastructure, where applicable. The owner must ensure that that route is followed.

- 22.6 The owner must provide a copy of the notice to the utility companies having overhead wires along the route, informing them of the date, time and route of moving the Building, Structure or part thereof.
- 22.7 No residential building shall be moved to a Parcel within the City unless the building will, after completion of any repairs or alterations required or proposed to be made by the owner and authorized by a permit issued pursuant to this Bylaw, have a value not less than the average value of all residential buildings any portion of which is located within 152.0 m of the Parcel to which the building is to be moved.
- 22.8 For the purposes of Subsection 22.7, the value of buildings shall be the most recent values fixed by the B.C. Assessment Authority; the value of repairs and alterations shall be determined by the Building Official; and the value of a building after completion of repairs and alterations shall be the sum of its assessed value before being moved and the value of repairs and alterations required under the Building Code and proposed to be made by the owner.
- 22.9 Any Person who moves, drags or skids a building upon a public road, sidewalk or other public property shall be liable to compensate the City for the costs arising from any damages so caused.

23. SWIMMING POOLS

- 23.1 Every owner who Constructs or installs a Swimming Pool shall comply with the following:
- 23.1.1 the Swimming Pool must be either:
- a) located within a secure building or Structure, or
 - b) if located outdoors, must be fully enclosed within a fence at least 1.5 m in height with a secure gate. The base of every fence shall be not more than 100.0 mm above ground or adjacent grade.
- 23.1.2 access through required fences shall be by means of self-closing gates so designed as to cause the gates to become secured with self-latching devices located on the Swimming Pool side of the fence and at a height of at least 1.0 m above grade or on the outside of the fence at 1.5 m above grade;
- 23.1.3 the Swimming Pool fence enclosure shall be completed in accordance with the approved plans and specifications. It shall be the owner's responsibility to ensure that the Swimming Pool area is maintained in a safe, secure condition during the Construction period and until a permanent enclosure approved by the Building Official is in place;
- 23.1.4 the owner shall give a minimum of forty eight (48) hours notice to the Building Official requesting a final inspection when the permanent fencing and gate(s) are in place;
- 23.1.5 the Swimming Pool must not be connected to the City water system unless and until such connection is protected with an approved back flow prevention device; and
- 23.1.6 water from the Swimming Pool must not be discharged into the City sanitary

sewer system unless written permission has first been obtained from the City Engineer.

24. ENERGY CONSERVATION AND GHG EMISSION REDUCTION

- 24.1 In relation to the conservation of energy and the reduction of greenhouse gas emissions, the City incorporates by reference the BC Energy Step Code.
- 24.2 A Standard Building, Part 9 Building Code, must be designed and constructed to meet the minimum performance requirements specified in Step 1 of the BC Energy Step Code for any permit issued as of January 31, 2021.
 - 24.2.1 A Standard Building, Step 9 Building Code, must be designed and constructed to meet the minimum performance requirements specified in Step 2 of the BC Energy Step Code for any permits issued as of August 1, 2021.
- 24.3 A Complex Building, Part 3 Building Code, must be designed and constructed to meet the minimum performance requirements specified in Step 1 of the BC Energy Step Code for any permit issued as of January 31, 2021.
 - 24.3.1 A Complex Building, Part 3 Building Code, must be designed and constructed to meet the minimum performance requirements specified in Step 2 of the BC Energy Step Code for any permits issued as of August 1, 2021.
- 24.4 Any Building constructed under a permit issued as of January 31, 2021 must include a Building Energy Label posted prior to issuance of an Occupancy certificate.

25. DISCLAIMER OF WARRANTY OR REPRESENTATION

- 25.1 Neither the issuance of a permit under this Bylaw, the review and Acceptance of the design, drawings, plans or specifications, nor inspections made by a Building Official, constitute any representation or warranty by the City that the Building Code or this or any other bylaws of the City, or other applicable enactments have been complied with, or that the building or Structure meets any required standard of materials or workmanship. A person must not rely on any review, Acceptance, inspection or other actions or statements by the City or its officials, employees, Agents, contractors or servants as establishing compliance with the Building Code, or any other enactment or standard of Construction.

26. DESIGN DATA

- 26.1 The design data for the design of a building in the City shall be provided in Appendix C of the Building Code.

27. PROFESSIONAL DESIGN AND FIELD REVIEW

- 27.1 If a Building Official considers that the site conditions, size or complexity of a development, or some aspect of a development, warrant certification and assurances, the Building Official may require a registered professional to provide design and plan certification and field review by means of letters of assurance in the form of Schedules B and C-B referred to in the Building Code.
- 27.2 Prior to the issuance of a Certificate of Occupancy for a Complex Building, or Standard

Building for which letters of assurance have been required under this Bylaw, the owner must provide the City with letters of assurance in the form of Schedules C-A or C-B as applicable, referred to in the Building Code.

- 27.3 A registered professional who has been requested to provide letters of assurance pursuant to this Bylaw must also provide proof of professional liability insurance to the Building Official.

28. INSPECTIONS

- 28.1 When a registered professional provides a letter or letters of assurance in accordance with this Bylaw, the City will rely solely on those assurances, and field reviews undertaken by the registered professional, as assurance that the Construction or installation substantially conforms to the design, and substantially complies with the Building Code, this Bylaw, and other enactments related to Health and Safety.
- 28.2 Despite Subsection 28.1, and additionally in relation to other circumstances of work regulated under this Bylaw, a Building Official may enter and attend at the work site from time to time during the course of Construction or installation to ascertain whether:
- 28.2.1 any field reviews by a registered professional are taking place and to monitor any such field reviews that are undertaken;
- 28.2.2 Health and Safety aspects of the work are being carried out in substantial conformance with applicable provisions of the Building Code, this Bylaw, and other applicable enactments related to Health and Safety.
- 28.3 Prior to covering or concealing the following aspects of Construction or installation, the owner must arrange for an inspection by a Building Official, providing at least forty eight (48) hours advance notice to the City, and following inspection must obtain Acceptance by a Building Official:

Excavation/ Footings/ Foundation

- 28.3.1 after the forms for footings are complete but prior to placing concrete;

Damp Proofing and Drain Tiles

- 28.3.2 when installation of perimeter drain tiles and damp proofing is complete, but prior to backfilling:

where the market Value of a proposed building will exceed one thousand dollars (\$1,000.) and such building is being Constructed or will be Constructed upon a concrete foundation or pad, the Building Official may require that the applicant submit a Building Location Certificate showing the relative elevations of the forms and the location of the forms in relation to the boundaries of the Parcel upon which the building is being or will be Constructed. An original copy of this certificate is required to be presented to the Building Official on site at the time of the inspection.

Sub-surface Gas Mitigation

- 28.3.3 after installation of a gas permeable layer and an inlet and outlet and after

installation of a sealed air barrier system, but prior to pouring the basement or floor concrete slab;

Plumbing System

28.3.4 after the site services are installed and required testing in place including the water, sanitary sewer or storm sewer, but prior to backfilling;

28.3.5 after below slab piping or plumbing under the building has been installed and required testing in place but prior to concealment;

28.3.6 after all piping and venting including water distribution piping is installed, waste line is connected and testing in place, but prior to concealment;

Framing

28.3.7 when the framing, sheathing, fire stopping, bracing are complete, but before insulation or exterior finish is applied;

Masonry fireplace

28.3.8 following Construction of smoke chamber for masonry fireplace;

Masonry chimney

28.3.9 at completion for masonry chimney;

Factory constructed chimney

28.3.10 following installation of factory constructed chimney but prior to use or concealment;

Solid Fuel Burning Appliance

28.3.11 after Solid Fuel Burning Appliance and the chimney are installed, but prior to using;

Insulation

28.3.12 when the insulation and air or vapour barrier are complete, but prior to the installation of any interior finish that would conceal such work;

Final inspection

28.3.13 when the building or Structure is substantially complete and ready for occupancy, but before occupancy takes place of the whole or any part of the building or Structure;

Deficiencies

28.3.14 when any deficiencies noted on a previous inspection are rectified, but before such work is concealed; and

28.3.15 when otherwise required by the Building Official.

- 28.4 A Person must not cover or conceal any aspect of the work listed in Subsection 27.3 until a Building Official has indicated Acceptance in writing of that aspect of the work.
- 28.5 A Person must, at his or her sole cost and expense, comply with any request by the Building Official to uncover or replace work that has been covered or concealed prior to its Acceptance by the Building Official or contrary to an order issued by the Building Official.
- 28.6 Subsections 27.3, 27.4 and 27.5 do not apply to any aspect of work that is the subject of a registered professional's letter of assurance provided to the Building Official in accordance with this Bylaw.

29. INSPECTION AND TESTING OF PLUMBING SYSTEMS

- 29.1 Where a plumbing permit is required, the system shall not be put into use until it has been reviewed and tested to the satisfaction of the Building Official.
- 29.2 The plumbing contractor shall notify the Building Official when the work is complete and ready to be reviewed or tested.
- 29.3 The plumbing contractor shall furnish any equipment, material, power or labour that is necessary for inspection or testing and shall remove the inspection chamber plug, if so fitted, before the inspection.
- 29.4 If any part of a plumbing system is covered before it has been reviewed and Accepted by the Building Official, it shall be uncovered if the Building Official so directs.
- 29.5 If any part of a plumbing system is not Accepted by the Building Official after it has been reviewed or tested, the owner or plumbing contractor shall make any alteration or replacement that is necessary, and the work shall be subjected to further inspection or testing.

30. EXCAVATIONS

- 30.1 Except where the bottom of the excavation slopes at less than 30% to the underside of any adjacent structure, utility or property line, all excavations for foundations or structures which will exceed 1.2 m below the grade existing at the time of the excavation will require certification by a Geotechnical Engineer. The Geotechnical Engineer shall submit a B Schedule from the Building Code certifying that excavations for Construction will meet the requirements contained in Part 4 of the Building Code.

31. WATER, SANITARY AND STORM SEWER CONNECTIONS

- 31.1 Water and sewer connections to City mains on City streets or rights-of-way shall be made by City employees or a contractor, approved by the City Engineer, and employed by the owner of the Parcel to be served by the connection. If a Parcel owner employs a contractor, the City Engineer must supervise and inspect the installation work. No person or contractor shall excavate a City road allowance or water/sewer right of way for the purpose of installing or cleaning a water/sewer service pipe without prior permission in writing by the City Engineer.
- 31.2 Except where approved, in writing, by the City Engineer and where the works are installed

in a statutory right of way in favour of the City, no plumbing system, drainage system, house sewer, private sewage disposal system or portion thereof, shall be located on any Parcel other than the Parcel that is served by such facilities.

- 31.3 When provision is made for the future installation of plumbing fixtures in a building, they shall be included in calculating the required sizes of drain pipes. Plumbing to provide for such future installations shall be terminated with a plugged fitting or fittings and shall be vented as required by this Bylaw or the Building Code.

32. CERTIFICATE OF OCCUPANCY

- 32.1 A Person must not occupy a building or Structure, or any part thereof, until a Certificate of Occupancy for that building or Structure has been issued by a Building Official.
- 32.2 A Building Official may issue an Certificate of Occupancy when:
- 32.2.1 all required letters of assurance have been submitted;
 - 32.2.2 all aspects of the work requiring inspection and Acceptance have been inspected and Accepted;
 - 32.2.3 final electrical and gas inspections have been conducted as applicable;
 - 32.2.4 health components have received final approval from the Public Health Inspector as required under an enactment;
 - 32.2.5 the street address has been posted and is visible from the street;
 - 32.2.6 in cases where in the opinion of the Building Official upon consultation with the City Engineer there is evidence that the master grading plan from the subdivision was not followed, or in the cases of infill lots, where significant changes to the grade of the property were done that it would impact the neighbouring properties, the Building Official may require a Building Location Certificate before issuing the Certificate of Occupancy. The Building Location Certificate must illustrate finished relative grade elevation of the corners of the property and mid-point of side lot lines and the distance from all structural points (including sono tubes for deck, foundation of house and any out buildings) to property lines at front, sides and rear of property.
- 32.3 Despite Subsection 31.2, a Building Official may issue a Certificate of Occupancy for part of a building or Structure if the part of the building or Structure is self-contained, has been provided with essential services, and meets the requirements of Subsection 31.2.
- 32.4 Before issuing a Certificate of Occupancy, the Building Official may require the owner to provide certification that the requirements of this Bylaw and all other applicable bylaws have been substantially complied with.

33. NUMBERING OF PROPERTY

- 33.1 The Building Official is hereby authorized to number, renumber or alter the numbering of all buildings, including those already numbered, in conformity with the grid numbering system followed by the Engineering Department.

- 33.2 Owners of buildings numbered or renumbered pursuant to this section shall post the number in a conspicuous place on their buildings.
- 33.3 Upon the issuance of a Building Permit, the Building Official shall designate a number or series of numbers requisite for the building or buildings authorized by the Building Permit.
- 33.4 The owner shall post the designated street number or numbers on the site immediately after applying for a Building Permit and shall keep the numbers posted in a conspicuous position at all times during the course of Construction.
- 33.5 Upon completion of the building, the owner of any building shall permanently affix the designated street number which consists of individual numerals 0.1 m or more in height installed on a contrasting background in a conspicuous position on the building so as to be clearly legible from the street.
- 33.6 An owner of a building may, subject to paying the required fee calculated in accordance with Schedule A to this Bylaw request an address change.
- 33.7 Where the Building Official renumbers or alters the number of any building, the owner or occupant of the building shall, within thirty (30) days after receipt of a notice in writing from the Building Official indicating that change in numbering, remove any existing building number and display the new number in the manner required under Subsection 33.5.

34. ORDER AND NOTICES

Stop Work Order

- 34.1 A Building Official may order the cessation of any work that appears to be proceeding in contravention of the Building Code or this Bylaw, or term or condition of a permit, by posting a Stop Work Order notice on the Parcel or property.
- 34.2 The owner of a Parcel or property on which a Stop Work Order has been posted, and every other Person, must cease all Construction or installation work immediately, and must not do any further work until all applicable provisions of this Bylaw have been substantially complied with and the Building Official has indicated, in writing, that the Stop Work Order has been rescinded and that the work may proceed or continue.
- 34.3 The owner shall within forty eight (48) hours of the posting of a Stop Work Order under Section 33.1 secure the Construction and the lands and premises surrounding the Construction in compliance with the safety requirements of every statute, regulation or order of the Province of British Columbia or any of its agencies.
- 34.4 Every owner who commences work or permits any Person to commence work requiring a permit in accordance with this Bylaw without first obtaining such a permit shall, if a Stop Work Order notice has been issued by a Building Official, pay an additional charge equal to double of the permit fee set out in Schedule A to this Bylaw prior to obtaining the required permit. For the purposes of this subsection, Construction shall be deemed to have commenced when a building has been moved to its new location, or the concrete footings have been poured, or equivalent work is in place when other building systems are used.

Do Not Occupy Notice

- 34.5 If it appears that a Person occupies a Parcel, building or Structure, or part thereof, in contravention of this Bylaw, a Building Official may post a Do Not Occupy notice on the affected part of the building or Structure.
- 34.6 Where a Do Not Occupy notice has been posted on a Parcel, building or Structure, each and every Person in occupation must immediately cease the occupancy and refrain from further occupancy until all applicable provisions of the Building Code and this Bylaw have been substantially complied with, and a Building Official has rescinded, in writing, the Do Not Occupy notice.
- 34.7 A Stop Work Order, and a Do Not Occupy notice, and any related communication by a Building Official, may include restrictions or conditions that must be met before the order or notice is rescinded, and may be in a form approved by the Building Official.

35. UNSAFE CONDITIONS

- 35.1 If the supply of electricity or natural gas to a building has been disconnected due to a hazardous or potentially hazardous situation existing in the building or Structure or part thereof, the supply of electricity or natural gas to the building or Structure shall not be re-connected, the building shall not be occupied, and the Building Official may withhold a permit to re-connect the supply of electricity or natural gas to the building or Structure until:
- 35.1.1 the owner has applied to the Building Official for a special safety inspection pursuant to this section and has paid the fee specified in Schedule A;
- 35.1.2 the building, Structure or part thereof has been inspected by the Building Official and, if considered necessary by the Building Official, by the Director of Fire and Emergency Services for compliance with this Bylaw and any other bylaws or Provincial statutes or regulations relating to building, electrical, gas or fire safety.

36. PENALTIES AND ENFORCEMENT

- 36.1 Every Person who:
- 36.1.1 contravenes, violates or fails to comply with any provision of this Bylaw;
- 36.1.2 fails or neglects to do anything required to be done by any provisions under this Bylaw;
- 36.1.3 causes, permits, suffers or allows any action or thing to be done in contravention or violation of any provision of this Bylaw;
- 36.1.4 or any order, notice or direction made under this Bylaw;
- commits a contravention or an offence, and where the offence is a continuing one, each day that the offence is continued constitutes a separate offence.
- 36.2 On being convicted of an offence under this Bylaw, a Person is liable:
- 36.2.1 to pay a fine of up to fifty thousand dollars (\$50,000) and the costs of prosecution if proceedings are brought under the *Offence Act*; and

36.2.2 compensation for damage or loss sustained by the City or another Person resulting from the offence; or

36.2.3 to pay a fine of up to one thousand dollars (\$1,000) if the Bylaw is enforced by means of a municipal ticket information system under Part 8, Division 3 of the *Community Charter*.

36.2.4 to pay a fine of up to five hundred dollars (\$500) if the Bylaw is enforced by means of a Bylaw Notice under the *Local Government Bylaw Notice Enforcement Act*.

37. SCHEDULE

37.1 Schedule A forms part of this Bylaw.

Schedule A	Building Fees and Charges
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38. TRANSITIONAL

38.1 The provisions of this Bylaw apply to every Building Permit for which an application is received after the date of adoption of this Bylaw.

38.2 This Bylaw shall not affect the right of an owner under a permit issued prior to the coming into force of this Bylaw, provided the owner has commenced work within three (3) months of the date of issuance of the permit and has actively and continuously carried out work thereafter according to the Bylaw requirements in force at the time of permit issuance.

38.3 The provisions of "Building Bylaw No. 2860, 1987" shall continue to apply to all Building Permits issued and Building Permit applications made before the adoption of this Bylaw and in respect of which:

37.3.1 the permit has not been cancelled; or

37.3.2 a Certificate of Occupancy for the work authorized by the permit has not been issued.

39. REPEAL

39.1 "Building Bylaw No. 2860, 1987" and all amendments are hereby repealed.

Read a first time this 15th day of July, 2013

Read a second time this 15th day of July, 2013

Read a third time this 7th day of October, 2013

Adopted this 21st day of October, 2013

W. STETSKI

Mayor

R. HALES

Director of Corporate Service

Bylaw 4035, 2021
Adopted Mar 8, 2021

SCHEDULE A

BUILDING FEES AND CHARGES

Bylaw 4194, 2025
Adopted Apr 7, 2025

TYPE OF PERMIT OR SERVICES		Fees Effective on Adoption of this Bylaw
1.	Non-refundable Application Fee: \$50.00 Payable at the time of submitting the application for permit and will be subtracted from the permit fee	
2.	Building Permit: Value of Construction (a) \$0 to \$10,000 (b) \$10,001. to \$100,000 (c) \$100,001 and over	(a) \$120.00 (b) \$12.00 / \$1,000 or part thereof (c) \$1,200 plus \$10 / \$1,000 or part thereof over \$100,000
3.	Valuation of Buildings , for permit purposes, shall be as follows: Declared or assessed value, as determined by the Building Official, based on evaluation of current Construction costs for the area or firm contract price.	
4.	Manufactured Homes: Permit fee for Manufactured Homes will be based on the total Value of the unit including skirting, foundation, blocking, landing and stairs, water and sewer service connections, but does not include the value of the engineered Manufactured Home itself.	
5.	Application and Permit Fee Exemption: City projects shall be exempt from the applicable permit application fee, permit fees and any other fees set out in this Bylaw.	
6.	Permit for Extension under Section 15.2:	\$50.00
7.	Permit for Secondary Suite (after the Grace Period)	\$300.00

Bylaw 4115, 2023
Adopted Apr 17, 2023

Bylaw 4194, 2025
Adopted Apr 7, 2025

Bylaw 4194, 2025
Adopted Apr 7, 2025

8.	Permit for Moving a Building:	\$200.00
9.	Permit for a Demolition:	
	(a) of a Standard Building	\$200.00
	(b) of a Complex Building	\$500.00
10.	Building Permit for Temporary Building or Structure:	\$200.00
11.	Plumbing Permit Fees:	
	Minimum fee for Plumbing Permit (includes first two (2) fixtures)	\$50.00
	Each additional fixture (for the purpose of this Section, Swimming Pools, interceptors, hot water tanks, automatic washer and built-in dishwashers shall be classified as fixtures in determining permit fees)	\$10.00
	Internal rainwater leaders – each	\$5.00
	Sanitary Sewer Connections: First 15.0 m (50 feet), or portion thereof	\$50.00
	Each additional 15.0 m (50 feet), or portion thereof	\$5.00
	Each manhole or inspection chamber	\$10.00
	Fire Sprinkler System	\$50.00 plus \$0.50/ head
12.	Solid Fuel Burning Appliance / Chimney/ Fireplace/ Wood stove Permit Fee:	
	For each flue required	\$50.00
13.	In accordance with Section 12.5 of this Bylaw, permit fees shall be doubled where work has been commenced without a permit and a Stop Work Order has been issued.	

14.	Re-Inspection Fee: Where it has been determined by the Building Official that due to non-compliance with the provisions of this Bylaw or incomplete work re-inspection is necessary.	1 st re-inspection \$ 50.00 2 nd re-inspection \$210.00 3 rd re-inspection \$415.00 4 th re-inspection \$830.00 5 th re-inspection \$1,040.00 and thereafter Re-Inspection fees are payable prior to the Building Official returning to the building site.
15.	a) For an inspection requested by the owner but not required by the Bylaw b) For a safety inspection c) For an inspection for the removal of a notice on title d) Pre-Inspection Inspection for Secondary Suites after the Grace Period e) Inspection to confirm decommissioning of a Secondary Suite	a) \$100.00 b) \$100.00 c) \$100.00 d) \$100.00 e) \$100.00
16.	Permit Transfer or Assignment Fee: For the transfer or assignment of a Building Permit or to record a change of contractor for a project.	\$50.00
17.	Change of Address:	\$100.00
18.	File Research and Letter:	\$80.00
19.	Copies of Departmental Records or Drawings:	8.5 x 11 \$ 1.00 11 x 17 \$ 2.00 18 x 24 \$ 5.00 24 x 36 \$10.00 36 x 48 \$20.00 42 x 50 \$30.00
20.	Administrative Charge to Remove a Notice on Title	\$500.00

Bylaw 4115, 2023
Adopted Apr 17, 2023

Bylaw 4035, 2021
Adopted Mar 8, 2021

Bylaw 4035, 2021
Adopted Mar 8, 2021

REFUND OF FEES		
1.	Building Permit Fee Refund where Construction has not commenced, no inspection has been made a permit has not been extended or expired	See Section 12.3 of the Bylaw
2.	No refunds will be given for permit extension fees.	
DAMAGE DEPOSITS		
1.	Construction of Single or Two Family Dwelling:	\$1,500.00
2.	Construction other than Single or Two Family Dwelling:	\$3,000.00
3.	Demolition of Building or Structure:	\$500.00
4.	Moving a Building:	\$2,000.00
5.	Swimming Pool Installation:	\$1,500.00
6.	Construction of Carport or Garage:	\$1,000.00
7.	Construction of Temporary Building or Structure: a) Part 9 Structures (BC Building Code) b) Part 3 Structures (BC Building Code)	 a) \$1,500.00 b) \$3,000.00
No Interest is Payable on Damage Deposits Paid to or held by the City		

Bylaw 4035, 2021
Adopted Mar 8, 2021

Bylaw 4035, 2021
Adopted Mar 8, 2021